

Manual would support ADOT access management program and all access decision-making, and serve as a resource guide for local agencies.

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Chapter 1. Authority for Statewide Access Management Program

Statement of Authority (reference statutes, case law, specific and general)
Include basis of DOT and local government management authorities.
Purpose and Responsibility (Briefly, why important, link to health and safety)
Link authority to public safety and fiscal responsibilities of agencies.
Organization of the Manual (explain the parts, the chapters, how manual works)
For those who may not understand the scope of the program and permitting process.
Why Manage Access, Basis of Rule Making. (What happens if we don't. Needs and benefits explained, safety and operational principles of AM (engineering and safety), Effects of Managing Access (benefits to state economy and public safety)

ADOT Access Program Framework (Overview, of how the program works as a integrated policy and implementation program, roles of DOT units, Regions, Divisions, along with local agencies.
Definitions and References. (Definitions will need to be in the rule, but here, those general issues can be discussed and references for information, templates and other "how to" materials can be provided or referenced.

Chapter 2. Access Decision Making Overview. (General guidance. Keep Brief. Where to start, what to expect, how to walk through the process.)

How Are Access Decisions Made by ADOT
How local government and ADOT coordinate regarding property access locations and type.
Explain the rules and processes that are regulatory.
Briefly, explain the access category system as it applies to abutting owners.
Types of access permits issued.
Coordination with Local Government Decision making.
How to use the manual from the point of view of an applicant.
Decision and process flow chart (s). (non-regulatory guidance on process)

Chapter 3. Access Permitting Rules (as published by Secretary of State)

Rule making and adoption under Board and ADOT authorities.
Separate from current encroachment rules but still keep within R17-3
(Encroachment rules now include access, utilities, events, and several more activities)
There will be two new rules. 1. Access Permitting. 2. Access Category Assignments.
The actual Rule numbering system will need to be determined in cooperation with the Secretary of State.

The Rules will need to include all mandatory procedures effecting an applicant. Any process or standard or requirement that places a burden on the applicant. Any standard, requirement, process which may need to be enforceable. All potential content of a permit, such as terms and conditions, that may need enforcement. All processes, requirements and standards that guide ADOT to a decision regarding the application and the content of any permit.

The two rules will appear in the Manual as they are published by the Secretary of State. The following is a anticipated list of key topics that will be included in the Rules.

Rule One – Will include processes and standards for making all access decisions. This includes all administrative processes, access category assignment system and characteristics (but not the assignments), access design standards, (intersections, driveways and approaches), and design standards for access related highway improvements such as turn lane warrants. This Rule guides ADOT to determine if access may be granted and if so, the access design.

Access Management and Permitting.

Authority, Basis and Purpose

When and How Rule is applied in access permitting decision

Definitions, Abbreviations, (if any) Incorporation of manuals by Reference (ITE Trip Generation)

Permit Application Process, Obtaining a Permit

Pre-application Meetings

Application requirements

Requirements of Traffic Impact Studies

Processing of an Access Permit Application

Contents of an Access Permit (terms and conditions)

Contributing Rights of way to accommodate access construction needs

Access Requests by Local Authorities

Issuing a Notice to Proceed (final approval of construction plans and details)

Access Construction (conducting construction, inspection)

Changes in Land Use and Access Use (changes in access use)

Maintenance & Permit Transfer

Access Violations

Appeals (of ADOT denial or terms and conditions of permit)

Access Management Plans

Interchange Management Plans

Access Changes during highway re-construction projects

Access Category System Determinations

Process to determine an access assignment

Subsequent Changes in Assigned Categories

Descriptions of each access category and standards for access determination

Descriptions of proposed access category classification levels

Category Freeway 'F': Freeways, both Interstate and non-Interstate

Full access control of private rights using access deeds and/or frontage roads

Guidance on interchange spacing

Decision process for new interchange (access) location

Principles guiding ramp entrances and exits.

Control of access on cross street near the interchange.

Rural Expressway 'RX'

- Full control of private access rights by ownership by ADOT or frontage roads
- Access decision guidance in a rural environment.
- Long term intersections at one-mile and two-mile spacing
- Expressways may be two lanes or more

Urban Expressway 'UX'

- Full control of private access rights by ownership by ADOT or frontage roads
- Access decision guidance in a urban environment.
- Access locations at one-half to one-mile spacing
- One mile spacing minimum if programmed as future freeway
- Expressway may be two lanes, most likely four lanes or more.

Rural Principal 'RP'

- Major regional highway. May be on National Highway System
- Purpose in state plan is key criteria, not volume or design.
- One-half or one-mile major intersection spacing.

Rural Secondary 'RS'

- Public intersections at half-mile (section quarters)
- Private access limited

Rural Collector 'RC'

- Collector level, not meant for long distance travel
- May be dirt or paved

Urban Principal 'UP'

- Major Urban Inter and Intra Urban Regional Highway
- High volume, high mobility, medium to high speeds
- Major importance on state transportation plan
- One-half mile and one-mile intersection spacing generally.

Urban Mixed 'UM'

- Major urban inter and intra urban regional highway
- Older highway with historically mixed abutting uses and a range of users.
- Limited ability to manage access due to historical land use and development
- Where better levels of access control are not feasible
- Not to be applied to new alignments or segments where UP level of control is feasible

Urban Secondary 'US'

- Arterial in a developed urban setting.
- Not functioning well as a state highway, but is on the system.
- No plans for upgrading, reconstructing to higher category.
- Minor highway on the state transportation plan.
- Access decisions are based on appropriate design for volume, operation and safety
- Access points are limited to those necessary to provide reasonable service

Service, Frontage and other Access roads 'SF'

- Important for their function as access collectors and local streets.
- Important for their function to decrease access demands on the major state roadway.
- Important in their function to distribute traffic volumes to and from access points to the major highway.
- Access decisions are based on appropriate design for volume, operation and safety.
- Access points are limited to those necessary to provide reasonable service.

Access Design Standards and Specifications

Purpose and application of Standards

Access Spacing

Sight Distance standards (and maintenance of sight triangle)

Design Vehicle Selection

Stopping and Deceleration Adjustment Factors for Highway Grade

Driveway plan and profile

Access Width

Access Radii

Access Surfacing

Design Criteria for Acceleration and Deceleration Lanes

Components Determining Speed Change Lane Length

Storage Lengths

Taper Design

Median Design

Median Design for Turn Lane Installation

Other Design Elements

Accommodating other modes (bike, peds, transit)

Utility accommodation at an access

Emergency access design

Drainage

Design Variance Procedures

Rule Two – The Individual Access Category Assignments as rules

Adopted by the Board and ADOT

This will have a few paragraphs (subsections) and then a long list of access category assignments.

The category assignment determines if access may be granted and to some degree the access related improvements required. Also determines the type of access that may be granted.

(Signal, restricted turns, field approaches, temporary, emergency, other limitations)

Typically, each category assignment data line will include: State Route number, milepoint to milepoint of section, county reference, access category assigned, physical description of beginning and ending points. For the approximately 6,600 miles of state highways, there may be as many as 1,500 lines of access assignment data.

MANUAL continues

Chapter 4. Coordination with Local and State Agencies

- How ADOT shares development review information
- How local agencies may share and coordinate with ADOT
- Guidance on how to complete a review of proposed development.
- Assessing traffic and safety impacts to the DOT system.
- Model land development ordinances with access management and elements.

Chapter 5. Access Management Plans for Corridors

- Purpose of Access Management Plans
- Authority and enforcement of plan's access locations, designs and agreements.
- Process for developing a plan. (Scope of work)
- TOC for a published AMPs. Tasks required, research required. Documentation required.
- Local agency involvement
- Land owners, lessees and other private stakeholders (groups)
- Other stakeholders (fire, police, health services, freight,
- Public process
- Legal process (IGAs, Adoptions, incorporations, recording)
- Templates, models for AMPs.

Chapter 6. Traffic Studies and Engineering

- Purpose of studies
- Standards for studies
- Traffic Studies Content
- Impact Analysis, using study to determine short-term and long-term impacts
- Safety Evaluation
- Determining conformity of access and impacts with State access rules

Chapter 7. Access Control by Ownership

- When access deeds are obtained to control access.
- Requests of new openings in existing access deeds, deed revisions.
- Temporary access crossings of an access control deed
- Relinquishing access rights for public transportation purposes.

Chapter 8. Managing Access at and near Interchanges

- Engineering, operation, and safety issues near interchanges
- Access Control extending along cross road
- Frontage road intersection treatments
- Extending medians along cross road
- When the cross road is not a state highway

Chapter 9. Access Design and Construction

- (guidance, not a repeat of existing ADOT policies and rules)
- Construction plans and specifications for access permitting.
- Inspection and specification enforcement.
- IGAs for construction plans and construction engineering for large projects.
- Access Design templates, typical plans and design guidance
- Design references